

# Town of Milton

115 Federal St  
Milton, DE 19968



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## **JOB DESCRIPTION**

**Job Title:** Accounting Clerk

**Reports to:** Municipal Clerk  
Or Town Manager designee

**Classification:** Non-exempt

**Hours:** 40 hrs/week

**Prepared by:** Wilmer E. Abbott

**Date Approved:** May 3, 2013

**Last Revision Date:** May 3, 2013

## **SUMMARY**

The Accounting Clerk is responsible for accounting and routine administrative functions for the Town of Milton. The position requires the ability to communicate town policies to businesses, citizens and the general public. Processing and maintaining vital records through the use of technology is an essential component of the job. Knowledge and experience related to accounting practices is required. This position reports to the Municipal Clerk, or the Town Manager in the absence of the Municipal Clerk. Responsibilities and requirements of the position are subject to change.

### Distinguishing Features of the Class

- 1) The Accounting Clerk works directly with both the public and businesses. This requires the ability to effectively articulate the Milton Municipal Code and policies relevant to the subject at hand. Interaction with the public is often person-to-person, but includes telephone and written communication.
- 2) The Accounting Clerk must have demonstrable education and experience with accounting standards and must meet eligibility requirements for bonding and Notary Public duties.
- 3) Work requires the ability to multi-task. Receptionist duties are shared. Processing payments, making billing inquiries, updating records and other tasks may be done, simultaneously.

### American with Disabilities Act Requirements

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## ***Accounting Clerk***

### **Knowledge, Skills and Abilities**

- 1) Skills related to the use of accounting software, record-keeping software and the Microsoft Office suite of programs is necessary for the performance of duties.
- 2) The ability to be productive with the use of office machines, personal computers and software is required. The ability to create, manipulate and transmit information with the use of Excel, Word, Outlook and other software programs via standard mail, e-mail, facsimile and other media, as currently practiced by the Town of Milton, is also required.
- 3) The ability to examine invoices, bills, payments and deposits in order to assure the accuracy of Town of Milton accounting data is necessary. The ability to learn functions of the accounting systems used by the Town of Milton and to use such functions for the purpose of creating reports and analyzing the same for accuracy, problem-solving and trends is a requirement.
- 4) The ability to complete priority tasks, while working in a multi-tasking environment, is required. The incumbent must be responsive to supervisory direction, but also be highly self-directed to accomplish priority tasks within acceptable timelines. Assigned duties may vary. Specific examples of time-sensitive priority tasks follow:
  - a) Annual property tax bills (January) and quarterly utility bills;
  - b) Daily posting and monthly reports for accounts payable or accounts receivable and fund account balances, as assigned;
  - c) Daily deposits to the bank, via electronic funds transfer, or as assigned;
  - d) Updates to property tax and utility records, in less than a day, as required by the transfer of ownership or status from owner-occupant to tenancy;
  - e) Processes voter registration, lien certificates, permits, licenses, fees and complaints, upon customer request.
- 5) The ability to interact with the public, both in-person and via telephone, in a professional manner is essential. A professional manner is represented through appearance, mannerism and tactful communication of relevant information – presented in a firm and fair fashion.
- 6) The ability to work with supervisory staff in other departments, as well as contracted professionals (auditor, assessor, etc.), in order to provide effective and efficient customer service on a wide range of tasks is required. Familiarization with the Milton Municipal Code is necessary for the successful accomplishment of this duty.
- 7) The ability to meet expectations of compliance with established Personnel Policies and Procedures, to demonstrate consistent, timely attendance and to follow safe work practices is required, as well.
- 8) Accounting Clerks in the Town of Milton will be expected to develop personal goals and objectives that compliment the programs and goals established by management for both the department and the Town of Milton.

### **Education/Qualifications**

The following combination of education and experience shall be the standard of qualification: A Bachelor's degree (BA/BS) in accounting, finance or business, from an accredited college or university, with one year or less of relevant experience; an Associates degree or certificate in accounting, finance or business, with two years or more of relevant experience; a high school diploma or graduate equivalency diploma (GED), with additional credentials specific to accounting or municipal professional standards (municipal clerk certification, for example) and five years or more of relevant experience.

## ***Accounting Clerk***

### **Additional Requirements**

- 1) Employees must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form on the first day of employment.
- 2) Employees must be fluent in the reading, writing and speaking of the English language.
- 3) Pre-employment drug testing is required. Employees are subject to post-incident drug and alcohol testing, as well as random drug and alcohol testing as required for risk management.
- 4) Employees may be required to obtain professional certifications, to update training and to affiliate with professional associations if management deems that it is necessary for to continue to fulfill the obligations of this position. Attendance at and completion of such coursework is a condition of continued employment.
- 5) Direct deposit of employee pay is required.

### **Additional Responsibilities**

- 1) Must maintain files and work area in an organized manner.
- 2) Must perform other duties, as assigned by the Municipal Clerk, Town Manager or Mayor. Work of a higher classification may be required, on occasion.
- 3) The appointment to this position begins with a six-month probationary period. The appointed employee is responsible for demonstrating proficiency in the Skills and Abilities set forth in this Job Description. The probationary period may be terminated at any time. Successful completion of the probationary period shall result in appointment to Permanent Status.

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Employee Signature

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Date